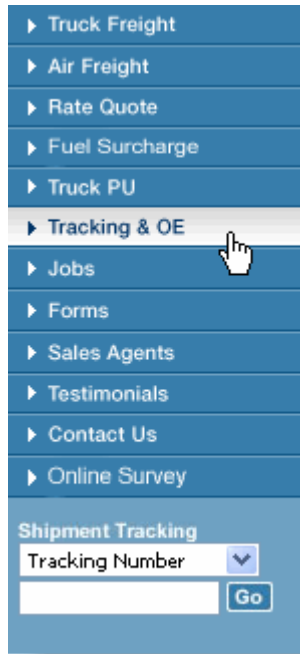


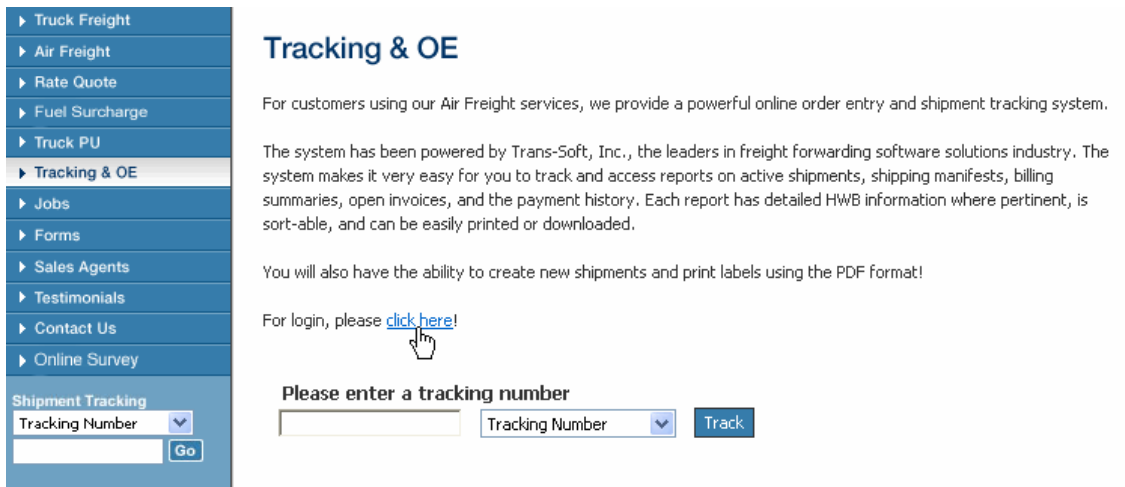
PEI Logistics Online Order Entry User Guide

The tracking system is available via our website at www.shippei.com.

To log into the shipment tracking and order entry application select the “Tracking & OE” link from the navigation bar on the left side of the screen. Or, if you are tracking only, simply enter your tracking number and click “Go”.



The next screen gives a brief notice that shipment tracking and online order entry is available only to those customers that utilize PEI’s air freight services. Truckload shipment tracking will be available in the future. Just click the link that says “For login, please click here!”.



The next screen you will see is the log in screen. Enter your assigned username and password then click “Login”.

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Quick Shipment Lookup HWB Number

Username:

Password:

- Request a username and password.
- Forgot your password?
- PEI homepage.

After you log in to the tracking & OE section you can create new shipments by selecting the “Shipping Tools” link and selecting “Create Shipments”.

PEI Logistics

Non-Standard Critical Shipping

Reports | Billing | Shipping Tools | Preferences | Help

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Quick Shipment Lookup HWB Number

- Create Shipments
- View On-line Orders
- Shipping Documents

This will open the entry section. Beginning with the “General” tab, fill in the requested information and click “Next”.

General | Pickup | Delivery | Billing | DIMS | PO | Finish

HWB #: Ship Date: 04/26/2007 Service: -- Please Select --

Shipper Information

Shipper: DEMO CUSTOMER

Attention:

Ship Ref#:

Consignee Information

Consignee:

Attention:

Cons Ref#:

Pieces: Commodity: -- Please Select -- Dec Value: \$0

Weight: Description: Dangerous Goods

Each time you complete a section and click on the “Next” button you will be taken to the next step in the order entry process. To make online order entry more efficient many of these fields throughout the process may have a default value. For example, if most of the time your company is the shipper and you mostly utilize 2nd Day service these fields can be set in the preferences area so that when you log in they are auto populated with your company as the shipper and 2nd Day service already selected for you. If you need help setting up the default fields please contact your PEI Sales Representative or contact PEI’s corporate office at 888-SHIP-911.

Once all of the information has been added, check the box to confirm that you agree to the terms and conditions, and click "Submit". When our dispatch receives your order our system will send you a confirmation via email to the default email address that has been set up for your account.

The screenshot shows a web interface with a navigation bar at the top containing tabs: General, Pickup, Delivery, Billing, DIMS, PO, and Finish. The 'Finish' tab is active. Below the navigation bar is a large text area titled 'Terms and Conditions'. The text includes a general disclaimer and two numbered sections: '1. Choosing Routes and Agents' and '2. Services by Third Parties'. Below the text is a checkbox labeled 'I agree to the above terms and conditions.' which is checked. To the right of the checkbox is a 'Submit' button and a 'Prev' button with a left-pointing arrow.

This will complete the order entry process. From here the only other thing to do is to print your Bill of Lading and or shipping labels if applicable. This process is done by checking the Bill of Lading box, and selecting "Download" option. See Below.

The screenshot shows the 'Shipping Documents Manager' interface. At the top, there is a search bar with 'HWB#: DEMOTEST' and a 'Find' button. Below the search bar, it says 'DEMOTEST is the HWB# of your shipment.' The main area contains a list of document types with checkboxes and input fields:

- Shipping Manifest (04/26/2007)
- Bill of Lading (#DEMOTEST)
- Shipping Label (#DEMOTEST) (4 in. height X 6 in. width)
- Address Label (#DEMOTEST) (4 in. height X 6 in. width)
- AVERY 5168 Address Label (#DEMOTEST) (1 Starting point)

 A large blue bracket groups the 'Shipping Label' and 'Address Label' items. To the right of the bracket is a 'Download' button, an 'OR' label, and an 'Email' button followed by an empty input field. A mouse cursor is pointing at the 'Download' button.

If for example you are entering an order to be picked up from your vendor you can enter your vendor's email address and click "Email" and our system will email the documents to your vendor.